



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUITING COMMAND  
2 NAVY ANNEX  
WASHINGTON DC 20380-1775

MCRCO 1650.1A  
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22 Jan 96

MARINE CORPS RECRUITING COMMAND ORDER 1650.1A

From: Commanding General  
To: Distribution List

Subj: PERSONAL AWARDS

Ref: (a) SECNAVINST 1650.1F  
(b) MCO 1650.19F

1. Purpose. To publish, in accordance with the references, guidance for the issuance of personal awards to personnel of the Marine Corps Recruiting Command (MCRC).

2. Cancellation. MCRCO 1650.1.

3. Summary of Revisions. Paragraphs 5(b), (d) and (f) have been changed to reflect the elimination of the separate award citation for the Navy Marine Corps Achievement Medal (NMCAM) and the Navy Marine Corps Commendation Medal (NMCCM) per ALMAR 357/95. Additionally, paragraph 5(c) has been changed to reflect the increase in the authorized number of medals that may be issued annually for specific achievement. This policy change was set forth by ALMAR 104/95.

4. Information. This Order amplifies the guidance provided by the references as it pertains to members of the Marine Corps Recruiting Command.

5. Procedures for Submission of Personal Award Recommendations

a. Timely submission of personal award recommendations is a necessity. Failure to submit award recommendations in a timely manner can result in deserving members of the command ending a career or a tour without proper recognition. Unavoidable late submissions must be adequately justified in the summary of action. Commanders are to ensure award recommendations are submitted in time to comply with the processing requirements as established below.

(1) Legion of Merit and Meritorious Service Medal - 90 days; Commandant of the Marine Corps (CMC) is the awarding authority.

(2) NMCAM and NMCCM - 60 days; the region commanding generals are awarding authorities. The Commanding General, MCRC is

the awarding authority for awards to members of Officer Selection Officer (OSO) teams, Recruiters School, and MCRC headquarters.

b. All personal award recommendations will utilize OPNAV 1650/3 with an attached proposed citation as specified by reference (a). It is essential that recommendations be thoroughly prepared and documented. A poorly written recommendation may either delay action by higher authority, cause a lesser award to be approved, or result in disapproval, even though the individual recommended may be fully deserving.

(1) Ensure all required data is included on the OPNAV 1650/3 and, it contains the signature and recommendation of each commander in the chain of command.

(2) The summary of action (block #25) must contain a complete and factual record of the individual's achievements/meritorious service and must clearly cite the individual's exceptional performance to justify the recommendation. The summary of action will be single spaced and, if required, may continue on a separate sheet of bond paper. The following additional guidance is provided:

(a) Cite concrete, specific, substantiating details of the meritorious performance and the manner in which it was accomplished.

(b) Avoid the use of generalities, excessive superlatives, and job description type narratives.

(c) An outline or bullet style description, limited to one page, is sufficient in the majority of cases. Awards of higher precedence (Legion of Merit, Meritorious Service Medal, or Navy and Marine Corps Medal) require more attention and warrant a standard style narrative covering a wider spectrum of the recommended individual's performance.

(3) In the case of retirement awards, the following information shall be included at the end of the summary of action:

(a) The telephone number of the unit originating the award.

(b) Number of years and months of service.

(c) If a retirement ceremony is scheduled, provide the date of the ceremony.

(4) The proposed award citation should highlight those aspects of the individual's performance which are of utmost significance. The proposed citation will be typed double spaced and will not exceed 15 lines. Opening and closing sentences will be the standard sentences as specified in reference (a) for each award. The proposed citation must be unclassified and should be written with careful attention to grammar, composition, and spelling. Avoid military peculiar expressions or terminology and do not use abbreviations or acronyms.

Statements made in the citation must be substantiated in the summary of action.

c. The commanding officer of each Marine Corps District is authorized to award the NMCAM based upon two medals per 25 billets authorized by the Table of Organization. Reference (a) limits the approval of these awards to "specific performance or events." Recommendations for NMCAM for "sustained performance or end of tour awards" will be directed to the Commanding General, Eastern Recruiting Region or Western Recruiting Region, as appropriate.

d. Awarding authorities will forward the original OPNAV 1650/3 and copies of the signed certificate and transmittal letter to CMC (MHM) for recording and inclusion in the Marine's Official Military Personnel File.

e. Commanders in the chain of command may recommend a lower award than that originally recommended, but may not approve a lower award. The recommendation must be forwarded to the commander who has authority to approve the award originally recommended. The same principle applies to recommendations upgraded by endorsers. If upgraded, the recommendation must be forwarded to the commander who has authority to approve the endorsed award.

f. For awards considered but disapproved, forward the original OPNAV 1650/3, summary of action, and proposed citation to CMC (MHM). If downgraded to a Certificate of Commendation, forward a signed copy of the certificate.

g. Certificates of Commendation

(1) Recommendations for Commanding General's Certificates of Commendation will be submitted by letter with a proposed citation as an enclosure. The proposed citation shall not exceed nine lines. Since prompt presentation significantly enhances its impact, recommendations should be submitted within 30 days of the action cited.

(2) Any commander who has the authority to approve the NMCAM may issue Certificates of Commendation. Instructions for procurement of Certificates of Commendation, NAVMC 10631, are provided in reference (b). In all cases in which a Commandant of the Marine Corps Certificate of Commendation (NAVMC 542) is warranted, a recommendation shall be submitted to CMC (MHM) on an OPNAV 1650/3 with a proposed citation via the chain of command.

h. Meritorious Masts. Commanders are encouraged to use Meritorious Masts for enlisted personnel to the maximum extent possible as a means of recognizing noteworthy or commendable performance. Recognition of performance is an important aspect of command responsibility. Prompt and judicious recognition of an individual's performance is a vital factor of morale. Commanders will use the Meritorious Mast form (NAVMC 10935).

i. Letters of Appreciation. Any officer who is senior to a Marine or Sailor whose performance is considered noteworthy or commendable beyond the usual requirements of duty may issue a letter of appreciation.

6. Procedures for Submission of Unit Award Recommendations

a. Unit awards, as defined in reference (b), are intended for units whose performance is greater than the levels of excellence normally expected. These awards are intended to recognize superior accomplishments in "'surge' efforts, specific accomplishments, or services."

(1) The "surge efforts" clearly demonstrate superior performance compared to other units performing similar missions.

(2) Unit accomplishment awards should be presented in definitive terms rather than generalized statements. The recommendation should cite definite periods and the precise accomplishments which caused the unit to excel beyond the level of other units.

b. Recommendations

(1) Unit awards should be initiated at the next higher echelon of command above the unit being recommended for the award.

(2) The recommendation will be sent to the Secretary of the Navy (Navy Department Board of Decorations and Medals) via the chain of command.

(3) The recommendation must contain an estimate of the total number of personnel who would be eligible to participate in the award should it be approved.

(4) The recommendation must include a list of existing and/or pending unit awards occurring within the time frame of this recommendation.

(5) Recommendations will be reviewed by an awards board at each echelon of the chain of command. Reference (b) outlines specific levels of accomplishment required for comparison in the approval of unit commendations.

7. Action. Commanders will ensure all award recommendations are submitted per the guidelines contained above.



J. W. KLIMP

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